

BRENTWOOD BOARD OF SELECTMEN
EMERGENCY MEETING 6/30/09

Convened: 6:30 p.m.

Present: Jeffrey Bryan
Andrew Artimovich
Jane Byrne
David Menter
George Waldron

The Board met and reviewed payroll, accounts payable, and signed the register.

Jonathan Ellis was in to present the weekly Treasurer's report.

Byrne made a motion to postpone the vote on the 6/23/09 minutes until the 7/7/09 meeting. Menter seconded the motion; all voted in favor. The Selectmen reviewed the minutes of the second nonpublic session held 6/16/09. Artimovich made a motion to approve the minutes as written. Motion was seconded by Waldron; all voted in favor.

The Board reviewed the notes:

- Artimovich made a motion, seconded by Menter, to purchase a \$50 gift certificate to Holy Grail to thank Phyllis for serving the town for 30 years. All voted in favor. This will be paid from floral tributes.
- The Auditors will need to return to do a single audit as we received over \$500,000 in grant money - \$475,000 for CDBG and \$30,000+ from FEMA. This will be an additional \$2,500-\$3,500 and money has been provided for this in the grant money received by CDBG.
- The bulky items need to be removed from the hazardous waste dumpster left over from last September's collection. SRRDD will then have the dumpster removed.
- Sheryl of Plodzik & Sanderson has reported the following findings from the 2008 audit that was just completed:
 1. The preparation of financial statements. This is a repeat of last year.
 2. Fuel inventory should be tracked in the accounting system. Julie will work with Cyndi Gillespie of Rye on this as she tracks theirs in this manner.
 3. As of the end of 2008, DARE & Fourth of July committees had not obtained their own EIN as was requested last year.
 4. Timeliness of Town Clerk/Tax Collector deposits. This is a repeat of last year.
 5. Liened properties shall be deeded to the Town; payment plans are not an option.
 6. Adjusting journal entries need Julie's approval.
- Menter made a motion to pay Steve Cummings for his preparation of the plan for the South Road Bridge from the Bridge Capital Reserve Fund. Byrne seconded the motion; all voted in favor. We should have a firm number of the cost of the work on the bridge by next Tuesday's meeting.
- Byrne made a motion, seconded by Menter, to give Carolyn the rest of her budgeted increase effective June 28, 2009 as she has been successfully completing her added responsibilities. All voted in favor.

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- A motion was made by Byrne and seconded by Menter to approve Jim Colcord's budgeted increase effective 7/12/09. All voted in favor.
- Bryan read a letter from the Planning Board requesting that they be allowed to participate in the selection of legal counsel. Glenn Greenwood will act as their representative regarding this matter.

Artimovich made a motion to go into nonpublic session per RSA 91-A:3, II(a) to discuss a personnel matter. Menter seconded the motion; Bryan, Artimovich, Waldron, Byrne and Menter voted in favor.

Upon completion of nonpublic discussion, Bryan made a motion, with a second from Waldron, to exit nonpublic session and seal the minutes. Bryan, Waldron, Byrne and Menter voted in favor. Artimovich had to leave during nonpublic session to go to work.

Bryan made a motion to have all records for all employees stored in a locked cabinet in the Selectmen's office and they will only be accessed when agreed upon by the Board. The department heads could access their employees. No individual Selectmen without Board approval could go into personnel files. We need everything in a localized area because we have had incidents in PD and Highway that the Board knows of that should have resulted in written documentation. Waldron feels that the PD files should not be included because there is confidential information there. Byrne replied that there is confidential information in everyone's file. Waldron said we're only trying to address one particular situation where they are not secured at the highway shed and doesn't think there's been any allegations about the ones downstairs at the PD. Robinson said Christine is the only other one that goes into the PD personnel files. Bryan reiterated his feeling that everything should be located in a centralized location so we don't have to worry about things disappearing. Waldron said he feels we should hear from some of the department heads before making this decision. Byrne agreed. Waldron said if the department heads are ok with it, he's ok with it. Menter responded that he thinks they should all be kept together. Waldron said he's not disagreeing that it's a good idea but just wants to know what the implications would be to the department heads. There was no second to the motion and the Board agreed to think about it and discuss it again next week.

Byrne told Robinson that he needs to bring up the fact to his employees that he has had information from personnel records disappear. Robinson said the only thing he's had disappear is the written documentation of a verbal warning. The Board said that's probably the only thing he ever wrote. Robinson agreed. Bryan asked if he keeps notes when he gives these verbal warnings, such as the ones the Board asked him to do a couple weeks ago. He said he did not document that. Waldron recommended he just jot himself a memo that on such-and-such a date he spoke with whomever about whatever topic.

Menter then asked Robinson as Police Chief about Mark King's garage continuing to service the police vehicles. Robinson said he spoke to King about it and he assured

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Wayne that he is still involved in it. Robinson said nothing has changed on their end, it all still works the same and the prices are the same.

The Board considered whether or not they want to involve legal counsel in the issues that were discussed in nonpublic session this evening. After a brief discussion, they agreed not to do so at this point.

The Board signed the following documents:

- A special permit to construct a sewage disposal system to replace a failed system for Christopher Dawson at 64 Mohawk. It does not meet the 75' set back requirement from wetlands. They have a state approved system that they are replacing in place. Waldron made a motion to allow Bryan to sign the permit. Motion was seconded by Bryan; Bryan, Waldron and Menter voted in favor; Byrne abstained.
- The department of transportation accepted Hoyle, Tanner's contract for professional engineering services. The contract now requires the chairman's signature. Waldron made a motion, seconded by Menter, to allow Bryan to sign the document. All voted in favor.
- An engagement letter for Plodzik & Sanderson to prepare the Town's annual audit.

The Library Trustees are asking to use their impact fees to complete a portion of the basement to accommodate for additional growth. A motion was made by Waldron with a second by Menter to release the library's portion of impact fees to the library trustees for the work in the basement. All voted in favor.

Stevens received a lot of feedback as a result of the fuel bids. A representative from Difeo was in and was upset that they did not get the propane bid. He feels that they have gone out of their way to accommodate any special needs on the part of the Town. For example, during the ice storm they were demanded to fill the propane tank at the fire station even though it belongs to Eastern. Waldron commented that the price was better with Eastern. Eastern's bid was for a fixed price and Difeo was a floating price based on Selkirk. In addition, Donna Buxton questioned whether or not Difeo's oil bid included all fees and taxes as hers did. She also is concerned about their statement of what their price would be as of the date of the letter as her printout from Sprague shows a much higher price. Bryan said the bid has already been awarded and there is not much we can do about it now. Byrne responded that in the future we need to take a little more time to think about the bids before making a decision. Waldron said that perhaps these companies should have come in when the bids were opened to answer questions.

At 7:50 p.m. Byrne made a motion to adjourn. Motion was seconded by Bryan; all voted in favor.

Respectfully submitted,

Julie Stevens

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